

No. A-12022/26/2016-E.IV
Government of India
Ministry of Commerce & Industry
Department of Commerce

Vanijya Bhavan, New Delhi
Dated 20th Aug., 2025

VACANCY CIRCULAR FOR THE POST OF VICE CHANCELLOR, INDIAN INSTITUTE OF FOREIGN TRADE (IIFT), NEW DELHI.

Applications are invited from Indian Nationals for the post of Vice Chancellor, Indian Institute of Foreign Trade (IIFT), New Delhi.

2. The IIFT was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating; analyzing and disseminating data; and conducting research. The Institute was granted deemed-to-be-university status in May, 2002.

3. An extract from the relevant provisions in the Memorandum of Association and Rules of IIFT regarding the manner of selection of the Vice Chancellor of the Institute is at Annexure-I. The job description/model terms and conditions of appointment for the post of Vice Chancellor, IIFT are at Annexure-II. A brief on IIFT is at Annexure-III.

4. Duly filled in application, in prescribed format as at APPENDIX, along with complete bio-data may be sent to Shri Siddharth Mahajan, Joint Secretary, Department of Commerce, Room No. 442, Vanijya Bhavan, New Delhi-110001, within 30 days from the date of advertisement in the News papers.

5. **If an applicant is in Govt. service, the application may be forwarded through proper channel with copies of complete ACRs/APARs for the last five years, integrity certificate, vigilance clearance and certificate that no major/minor penalty has been imposed on the applicant during the last 10 years.**

Encl : As above.



(Sumit Kumar Sachan)

Under Secretary to the Govt. of India

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To

1. All the Chief Secretaries of States/Administrators of UTs.
2. All Ministries/Department of Govt. of India.
3. Niti Aayog, Yojana Bhavan, New Delhi.
4. Shri Praveen Jargar, Deputy Secretary (Admn), DoPT, Kartavya Bhavan, New Delhi for uploading the circular on DOPT website.
5. NIC, Department of Commerce, for uploading the circular on the website of Deptt. of Commerce.
6. Registrar, IIFT for uploading the circular on the website of the IIFT
7. Management Institutes, Universities and Economic Institutes as per List attached

NAME OF THE POST APPLIED FOR

1. Name:
2. Father's/husband's name:
3. Present address with landline phone No., Mobile No., and email.ID
4. Nationality:
5. Date of birth:
6. Educational qualifications:
7. Details of Research undertaken:
8. Training courses attended:
9. Experience as per details of Service from the date of entry to till date
10. Details of publications in chronological order:
11. Whether belongs to SC/ST/OBC:
12. Additional information, if any

Signature of the Applicant

CERTIFICATE
(For serving Officers only)
(To be given by the Head of the Department)

Certified that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings, major/minor penalty has been imposed on the applicant during the last ten years. Integrity of the Officer is also certified.

Signature of the Head of the Department
(With rubber stamp)



Relevant provisions of Memorandum of Association of IIFT

Vice Chancellor

- i. The Vice Chancellor of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
 - a. A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
 - b. A nominee of the Department of Commerce, Govt. of India
 - c. A nominee of the Chairman, UGC
- ii. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018 or as amended from time to time.
- iii. The upper age limit for holding the post of Vice Chancellor is 70 years. However, the incumbent shall be eligible for re-appointment for one more term by following the procedure prescribed for the appointment of Vice-Chancellor:

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office until his or her successor is appointed and the latter assumes office, whichever, is earlier.

In the case of Government Controlled, the respective Government may direct the Vice-Chancellor, after his or her term has expired, to continue in office for such period, not exceeding a total period of one year.

- iv. In case of the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior most Professor shall perform the duties of Vice Chancellor until a new Vice Chancellor is appointed or the existing Vice Chancellor resumes duties, as the case may be.

Powers of the Vice Chancellor

- i. The Vice Chancellor shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii. The Vice Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committee.
- iii. The Vice Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- iv. The Vice Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its regulations and rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.



Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that if any person in the service of the Institute is aggrieved by such action taken by the Vice Chancellor under the said clause, he/ she shall have the right to appeal against such decision to the Board of Management within 90 days from the date on which such action is communicated to him/ her and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice Chancellor.

- v. It shall be the duty of the Vice Chancellor to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Vice Chancellor. Vice-Chancellor shall have the power to impose minor penalties on the staff/faculty members appointed by the Board of Management in order to maintain the discipline in the Institute.
- vii. The Vice Chancellor shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- viii. The Vice Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Vice Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the regulation, rules and bye-laws.



JOB DESCRIPTION FOR THE POST OF VICE CHANCELLOR, IIFT

The Vice Chancellor of the Institute will be Principal Academic and Executive Officer of the Institute. He is expected to have appropriate background of various aspects of international business and international trade including bilateral and multilateral aspects of international trade. Besides, he should have appropriate leadership qualities as well as academic bent of mind since he is required to interact with (a) both academia and researchers, (b) Central and State Government organizations and Government Policy makers, (c) the corporate sector, (d) education and research Institutions both in India and abroad and (e) multilateral organizations. He should also have wide administrative experience as he is the overall in charge of Administration and Finance of the Institute. He is required to give guidance, inter-alia, for (a) formulation of structure of various education and training programmes, (b) research activities for issues relevant for the Corporate Sector, the Government organizations as also for approaches in multilateral forums, (c) drawing up of curricula for various programmes including short term programmes and (d) building collaborations with international level institutions like UNCTAD etc. as also with other relevant organizations, both within the country and abroad.

Term

The upper age limit for holding the post of Vice Chancellor is 70 years. However, the **incumbent shall** be eligible for re-appointment for one more term.

Terms&ConditionsofServiceofVice Chancellor

(As approved by the Board of Management as 25.03.2010)

1. Pay & Allowances

The Vice Chancellor shall be entitled to draw pay of Rs.2,10,000/- per month (fixed) alongwith Special allowance of Rs.11,250/- per month (Board of Management decision of 25.3.2010 or as **considered by the Board of Management from** time to time).

- a. In case of appointment of a retired person as Vice Chancellor who is in receipt of Government pension, his pay shall be reduced by the amount of pension (before commutation) while fixing the pay. In doing so if he was drawing pay more than Rs.2,10,000/- per month(fixed) in his previous Government assignment and was drawing Government pension. His last pay on appointment as Vice Chancellor will be regulated on the basis of pay minus pension as per rule and his last pay drawn will be protected upto a maximum of Rs.2,25,000/-
- b. In case a serving Government servant is appointed as Vice Chancellor on deputation, he shall be entitled to opt for the pay of Rs.2,10,000/-per month(fixed) or for deputation allowance at the rates prescribed by the Government from time to time.
2. **DA/TA/LTC/Home Town benefits**, etc: He will be entitled to DA/TA/LTC/Home Town allowances/benefits as per the rules of the Institute. His travelling entitlement will be as applicable to the Secretary to the Government of India.



He would be entitled for one way journey by air for self and dependent in addition to the transportation of personal effects as per the AIS Rules, to the place of settlement/home town within one year from the date he demits his office.

3. **Residential Accommodation:** He will be entitled to free residential accommodation and shall not be entitled to draw House Rent Allowance. In case he wants to stay in other accommodation, HRA will be applicable as per Rules.
4. **Car Facility:** He will be governed by the staff car rules of the Institute as regards to usage of car for official/personal purposes. In case he/she is availing car facilitation from IIFT, transfer of allowance will not be allowed as per rules.
5. **Leave:**He shall be governed by the Leave Rules of the Institute. However, if a person appointed as Vice Chancellor had earlier superannuated while in Govt. service, he shall be entitled to encashment of earned leave only up to the extent his encashment of earned leave while in service falls short of 300 days.
6. **Medical facilities:**He shall be governed by the medical rules as applicable to the employees of the Institute. However, in case the Vice Chancellor is already a beneficiary of CGHS, he shall opt for either of the two.
7. **Contributory Provident Fund:** He shall be entitled to contribute to NPS and shall be governed by the NPS rules as applicable to the employees of the Institute.
8. **Gratuity:** He shall be governed by the Rules as applicable to the employees of the Institute. However, a Vice Chancellor appointed after retiring from the Government shall not be eligible for any Gratuity/Death/Retirement Gratuity.



ABOUT THE INSTITUTE

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analyzing and disseminating data and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the economy.
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government and the student's community.
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignment.

The institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professional alike. These are

- PhD Programmes(Management and Economics) at New Delhi and Kolkata.
- Two-year MBA (International Business). New Delhi, Kolkata.
- Two-year MA (Economics-specialisation in Trade and Finance) at New Delhi and Kolkata.
- Two-year and six months MBA (International Business) weekend at New Delhi and Kolkata
- Executive Post Graduate Diploma in International Business, New Delhi
- Certificate Programme in Export Import Management, New Delhi & various other Executive programmes.
- Integrated Programme in Management (Business Analytics and International Business) at Kakinada Campus (Andhra Pradesh)

The complete details of the IIFT are available in the institute's *website:www.iift.edu*

